

## **Scope of Work**

### **Laying parquet offices in Chancery**

Date: August 22 2013

Revision: Initial Release

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### **Work to Comply with Local Codes**

- All work to be in compliance with all local Icelandic Construction, Painting, Electrical Safety Codes and Standards.

### **General Embassy Rules**

- Cell phones and electronic devices are only allowed as necessary to complete the work or maintain normal business activities. Please inform us of your needs so that we can make arrangements for bringing those required items on compound.
- No weapons are allowed on compound.
- All personnel entering the embassy to be clothed in a manner representative of their trade. All workers must have protective clothing providing for full leg and foot coverage.
- Smoking is allowed outside of the buildings only in designated areas.
- Embassy prohibits the use of alcohol and drugs on the premises and will not allow access to anyone suspected of being under the influence of any mind or performance altering substances.
- The Embassy reserves the right to prohibit access to any person.

### **Work Hours / Access to the Embassy**

All work to be performed during the hours of 08:30 to 16:30 Monday thru Friday excepting US and Icelandic holidays. Exceptions by written approval only.

### **Quotations**

- a. All quotations to be provided at the contractors risk. The USG does not pay for quotations, and does not guarantee that a contract (purchase order) will be awarded. Every effort is made by the Embassy to only solicit offers where there is a real possibility of pursuing a project.
- b. Quotations will only be evaluated if they provide either a firm fixed price for a product or service or if they provide for completion of a service under time and materials with an estimate for the materials including a specified material markup rate and a total estimated labor hours with a fixed hourly labor rate.
- c. The contractor is expected to supply all materials, tools and labor required to complete the project in a "turn-key" (fully completed and ready to operate) manner. The quotation must clearly specify if the Embassy is required to provide tools, materials or labor of any kind.

### **Warranty / Guarantee:**

The quotation must clearly state the Warranty period, what is warranted and any warranty conditions.

### **Completion Schedule / Time Frame**

The quotation must clearly state the estimated completion schedule based on the receipt of purchase order or notice to proceed.

### **Award of Contract**

If the Embassy awards work, a Purchase Order will be issued to the lowest cost technically acceptable bid in the form of a firm fixed price or on a time and material basis specifying estimated material cost with material markup rate, estimated labor hours with a set price per labor hour and a fixed not to exceed total cost.

## **Laying parquet – Description of Work**

### **Preparation,**

- Use construction tape barriers and signs to clearly identify areas that are being worked on to alert people and prevent people from entering the construction area. Mask off, tarp, tape and otherwise protect the surrounding area from dust, glue drips and spills, dirt and debris from the activities. The tape, tarps and protective materials are to be clean so as to not cause damage to the Embassy.
- All ladders, tools and safety equipment to be in good operating condition, clean and used in a manner so as to prevent damage to the Embassy floors, walls etc.
- Remove old carpet, trimmings, lists and other materials relating to the old carpet.
- Clean floors and fix anything that is needed before laying the new parquet underlay and parquet.
- Lay underlay and parquet and trim and install trimmings (that is the new wooden lists).
- Remove / dispose of any garbage, tape, tarps and debris caused by the painting project in accordance with local regulations for the disposal of items.
- Fully clean all work areas.

### **Pricing Schedule**

You may provide the Embassy with quotations for the whole area in question. There is no alternative pricing schedule.

### **Material:**

The quotation is to include any materials not excluded, such as nails, glue, tools and other materials but exclude the parquet, underlay and lists.

### **Site Visit / Quotation Submission Deadline**

A site visit will be held on August 29 10:00

Please send the names of the representatives coming to the site visit no later than August 27 2013 to [sveinssonk@state.gov](mailto:sveinssonk@state.gov)

Please submit the quotation by 16:00 hours on September 6th in a closed envelope at the reception area in the lobby of the US Embassy. Or by E-mail to [sveinssonk@state.gov](mailto:sveinssonk@state.gov)

## Pricing Option One

### Specific areas where parquet should be layed:

#### 1) Buildings Interior

|          |   |
|----------|---|
| Area 1:  | 1st floor Consular office 15,6 m2                     |
| Area 2:  | 1st floor Security supervisor office 10m2             |
| Area 3:  | 2 <sup>nd</sup> floor PD office 34m2                  |
| Area 4:  | 2 <sup>nd</sup> floor PD officer office 18m2          |
| Area 5:  | 2 <sup>nd</sup> floor Protocol assistant office18m2   |
| Area 6:  | 2 <sup>nd</sup> floor Political officer office 13,5m2 |
| Area 7:  | 2 <sup>nd</sup> floor Political office9,3m2           |
| Area 8:  | 2 <sup>nd</sup> floor Economic officer office 14,6m2  |
| Area 9:  | 2 <sup>nd</sup> floor Economic office 9,3m2           |
| Area 10: | 3 <sup>rd</sup> floor Conference 19m2                 |

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| Total: | 161,3 m2 |
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